



MEMO TO: City Council

FROM: Rosemarie Ives, Mayor

DATE: December 4, 2007

SUBJECT: **APPROVAL OF CONSULTANT AGREEMENT FOR FOREST ANALYSIS AND COMMUNITY STEWARDSHIP**

I. RECOMMENDED ACTION:

Move to approve a consultant agreement for Forest Analysis and Community Stewardship and authorize the Mayor to sign a contract with Cascade Land Conservancy, Seattle, Washington in the amount of \$125,303.

II. DEPARTMENT CONTACT PERSONS:

Craig Larsen, Parks & Recreation Director	556-2310
Greg Byszeski, Park Operations Manager	556-2327
Teresa Kluver, Park Operations Supervisor	556-2355
Connie Allen, Purchasing/Accounts Payable Manager	556-2159

III. DESCRIPTION

A. Project Background

The Parks and Recreation Department manages many properties that include forested areas. These are public assets that beautify and strengthen our local neighborhoods and protect wildlife habitat. Forested areas also have the potential to provide valuable "green infrastructure" services that reduce green-house gases and help control flooding. These services ultimately reduce City infrastructure costs such as storm water management and erosion control.

The forested areas within Redmond Parks are in varied states of health and are affected by neighboring properties, invasive plants, and historically limited maintenance. The outdated philosophy that "nature can take care of itself" has put these forested areas at risk. We now know it is not enough to simply protect these areas. Long-term success in the management and maintenance of these forested areas will be dependent on community involvement, education, and stewardship. The Parks and Recreation Department has started efforts to begin this process.

A formal request for proposal (RFP) was prepared and posted on the internet, and fax notifications were sent to a target list of 20 local area companies known to the City. One response was received by the posted deadline.

The City's Park Operations Manager, completed technical review and this response was deemed acceptable. The department recommends awarding the contract to Cascade Land Conservancy.

B. Project Description

Scientific forest analysis will provide the building blocks for the implementation of a community-based forest stewardship program. The City's partner in this process will be Cascade Land Conservancy (CLC). CLC has demonstrated experience in neighboring municipalities – Seattle, Kirkland, and Tacoma - with a Green City model. Green City Partnerships apply scientifically-based forest restoration practices; build awareness and civic pride through education and volunteerism; increase community capacity for stewardship; and ensure sustainability for long-term health of our natural areas.

The *Green Redmond* project will include:

- The establishment of a baseline of forest conditions by conducting a forest analysis (current tree canopy condition and extent of invasive species) of approximately 1200 acres of City parks.
- A detailed analysis of five priority park properties (80 acres) through the use of plot data and line transects.
- An assessment of the capacity for municipal agencies, community organizations, and volunteers to restore Redmond's priority park forested natural areas.
- The development of a Community Outreach Program to increase volunteer capacity for restoration/stewardship of Redmond's priority park forested natural areas.
- The creation of a volunteer Forest Steward program to implement stewardship and restoration of Redmond's priority parks.
- The creation of a restoration plan outlining management activities specific to developing healthy forested parklands within the priority parks.

The consultant agreement is a standard city agreement that will be reviewed by the city attorney and the risk manager prior to signature by the Mayor.

IV. IMPACT

A. Service Delivery:

The consultant will work with staff to:

- Identify existing baseline data and maps
- Provide maps that overview the condition of the forest lands and summary data for all forested parklands and in-depth analysis of identified priority park property.
- Provide a summary, with supporting documentation, outlining policy, community and agency infrastructure, and status relative to the challenge of restoration and stewardship in the City of Redmond.
- Establish an outreach kit to include handouts, web page, posters, banners, and MS PowerPoint presentation targeting four groups per priority park.
- Provide Forest Steward Program training materials and recruitment of a group of active Forest Stewards.
- Develop a 20-year Forest Stewardship Plan with implementation timeline and budget.

B. Fiscal:

Contract Amount


Cascade Land Conservancy	\$125,303
2007-08 Parks Levy Fund	\$125,303

V. ALTERNATIVES:

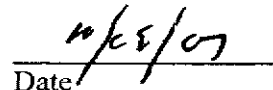
- A. Council could deny the contract. Denial of the contract would delay the development of a community-based forestry stewardship program.

VI. LIST OF ATTACHMENTS:

- A. Consultant Agreement



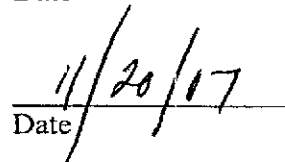
Craig Larsen, Director of Parks and Recreation



Date 11/18/07

Approved for Council Agenda: 

Rosemarie Ives, Mayor



Date 11/20/07

Consulting Services Agreement

ATTACHMENT A

Non-Public Work

PROJECT TITLE & IDENTIFICATION NUMBER (if # is known) Forest Analysis & Development Services	WORK DESCRIPTION <i>(reference & list all attached exhibits)</i> Exhibit A = Scope of Work Exhibits B&C = Work & Payment Schedule
CONTRACTOR Cascade Land Conservancy	CITY PROJECT ADMINISTRATOR <i>(Name, address, phone #)</i> Greg Byszeski City of Redmond MOC PK P.O. Box 97010 Redmond, WA 98073-9710 425-556-2327/fax:425-556-2373 gbyszeski@redmond.gov
CONTRACTOR CONTACT <i>(Name, address, phone #)</i> Leslie Batten Cascade Land Conservancy 615 Second Ave, Ste #625 Seattle, WA 98104 206-292-5907/fax:206-812-1241	BUDGET OR FUNDING SOURCE General Fund
FEDERAL ID # 94-3112461	MAXIMUM AMOUNT PAYABLE, IF ANY \$ 125,303.00
SUPPLIER/CONTRACTOR'S REDMOND BUSINESS LICENSE ID # need #	COMPLETION DATE December 31, 2008
APPLICANT NAME	APPLICANT CONTACT <i>(Name, address & phone #)</i>

THIS AGREEMENT is entered into on _____, 20__ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 45 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7. Independent Contractor. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. Indemnity. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. Insurance. The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

B. General public liability and property damage insurance in an amount not less than a combined single limit of two million dollars (\$2,000,000) for bodily injury, including death, and property damage per occurrence.

C. Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of one million dollars (\$1,000,000) or more against claims arising out of work provided for in this agreement.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

13. Disputes. Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. Compliance and Governing Law. The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

17. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the

outset of this agreement are named on Exhibit D attached hereto and incorporated herein by this reference as if set forth in full.

18. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

19. Litigation. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

20. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

21. City Business License. The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

22. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

page 8 – Consulting Services Agreement, Non-Public Work
City of Redmond, standard form

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the
day and year first above written.

CONSULTANT:

CITY OF REDMOND:

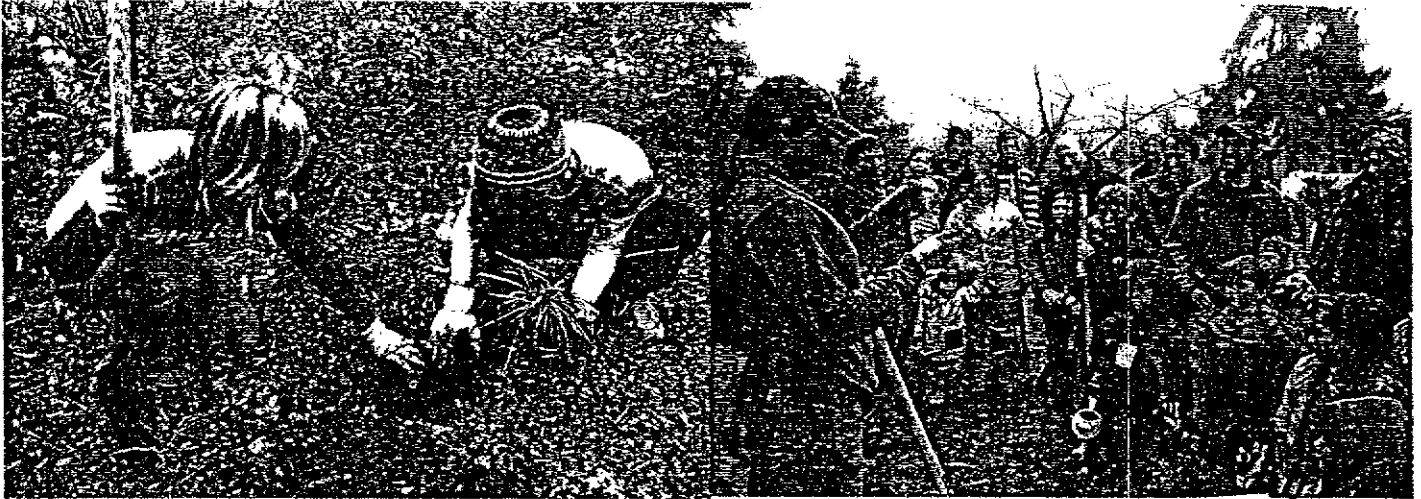
By: _____
Title: _____

Rosemarie M. Ives, Mayor
DATED: _____

ATTEST/AUTHENTICATED:

City Clerk, City of Redmond

APPROVED AS TO FORM:

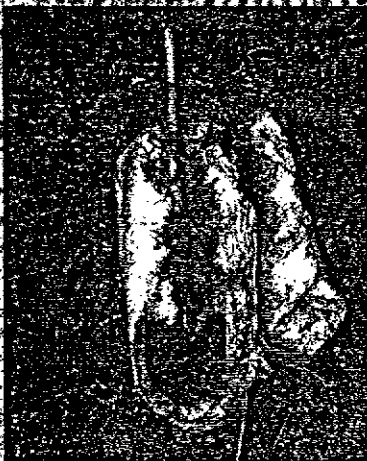


**City of Redmond Request for Proposals
RFP 10106-07/CHA**

GREEN CITY
PARTNERSHIPS

**Cascade Land Conservancy
Green Redmond Partnership
Forest Management & Community
Stewardship**

**City of Redmond, Washington
Purchasing Division, M/S: 3SFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710**



**International Forestry
CONSULTANTS, INC.**



City of Redmond, Washington
Purchasing Division, M/S: 3SFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

Re: City of Redmond forest analysis and development services of community
stewardship RFP 10106-07/CHA

Dear City Partners,

The City of Redmond is a rapidly growing and changing city. However, Redmond continues to address the challenges posed by growth and supports several key elements that provide a high quality of life: smart housing, friendly neighborhoods, attractive business opportunities, and distinct natural areas and open spaces for wildlife and recreation. Maintaining these elements for the long-term requires careful planning and continuous stewardship. This proposal to assess and steward Redmond's forested natural areas demonstrates the City of Redmond's foresight and leadership in initiating and preparing for the long-term management of natural areas that make a high quality of life possible.

Cascade Land Conservancy (CLC) is pleased to submit the enclosed materials that demonstrate our capacity to provide the full range of requested services and programs. With our partner, International Forestry, a local Northwest forestry consulting organization, and the City of Redmond we will create a long-term stewardship program based on sound science and community engagement; a Green Redmond Partnership. Upon conclusion, our services will not result in yet another plan to file on the shelf, but rather a lasting program that leaves a legacy for future generations.

Our proposal includes a description of our approach, scope of work, budget and timeline in addition to qualifications, project experience and references.

We look forward to this opportunity. Please feel free to contact me if you have any questions 206-905-6923.

Sincerely,

Leslie Batten
Green Cities Director

John Floberg
Vice President of Stewardship



City of Redmond Green Redmond Partnership RFP 10106-07/CHA

Background:

Parks and open spaces are an important component of cities. They are public assets that beautify and strengthen our local neighborhoods and protect wildlife habitat in our urbanizing cities and towns. In the Puget Sound region, thanks to our climate and thoughtful community leaders, we are fortunate to have a legacy of parklands that are forested. Forests provide valuable "green infrastructure" services that reduce green-house gases and help control flooding. These services ultimately reduce city infrastructure costs such as storm water management and erosion control.

However, due to the now outdated philosophy that nature can take care of itself, our urban forests are at risk. Initial assessments in Seattle and Tacoma indicate that without immediate action, approximately 70% of the tree canopy in our forested parklands will be lost within the next 20 years. The Cascade Land Conservancy's (CLC) **Green City Program** works to reverse this trend and helps protect our important legacy of beautiful parks and vibrant communities.

The Green City Program is a series of public-private partnerships between CLC, municipal agencies and citizens to develop community-based stewardship programs for forested parklands and community open spaces. Green City Partnerships apply scientifically based forest restoration practices; build awareness and civic pride through education and volunteerism; increase community capacity for stewardship; and ensure sustainability for the long-term health of our natural areas.

The Green City model has already demonstrated success in Seattle, Tacoma and Kirkland. The City of Redmond's foresight in pursuing a similar effort provides an excellent opportunity to coordinate management of Redmond's forested parklands throughout the City, allows these forests to function as part of a larger, more ecologically viable landscape and ensures lasting sustainability. It is with honor that CLC proposes to work with the City to launch a Green Redmond Partnership focused on forest management and community stewardship.

Approach:

As a first step, CLC will establish a baseline of forest conditions by conducting a forest analysis of approximately 1,200 acres of City parks. Special emphasis will be made for five high-priority parks of approximately 80 acres. These priority parks have been identified by the City as high-priority natural areas due to their ecological value and high public use. The forest analysis will assess the current tree canopy condition and extent of invasive species cover through an innovative urban forest analysis method developed by the Green Seattle Partnership, known as the Tree-iage model. More rigorous analysis will be applied to the Priority Parks through additional field and data assessment. During this first phase, CLC will also build community stewardship capacity to steward and maintain Redmond's forested parklands through targeted outreach and volunteer recruitment.

As a second phase, CLC will 1) develop a restoration plan to guide the long-term management and stewardship of Redmond's forested parklands and 2) continue to build community stewardship capacity for forest restoration by developing a Forest Steward program in the City of Redmond.

Scope of Work:

Creating a Green Redmond Partnership will entail two phases comprised of six primary tasks & deliverables.

Phase I: Forest analysis, policy review and community outreach**Goal 1: Collect baseline data and reports****Tasks:**

- Collect existing GIS base data and maps to begin initial natural area analysis. Data should include, but are not limited to:
 - aerial photos/orthophotos,
 - ownership,
 - transportation,
 - native growth protection easements (NGPE's) or other easements,
 - vacant land,
 - trails, public use,
 - vegetation coverage,
 - critical areas,
 - land types,
 - sensitive species,
 - natural area threats.
- Collect existing documents, management plans, strategic plans, restoration practices, and monitoring protocols.

Goal 2: Assess the ecological condition of forested parklands**Tasks:**

- Field Inventory and Tree-iage mapping (~1,200 acres)
 - Assess overstory canopy type and condition, delineate riparian areas,
 - Field verify data and collect initial understory vegetation data.
- Establish permanent data plots and transects within the Tree-iage categories (~80 acres). Data collected will include:
 - Plot Data- 1/20 acre fixed radius plots (26.7 foot radius). Plot center marked with GPS and permanent stake.
 - Overstory stand composition and age,
 - Regenerating canopy composition and age,
 - Understory vegetation by species (% cover, min 5% cover to be listed)
 - Invasive Species cover (% cover, no minimum cover),
 - Photos of plots in N and E directions.
 - Line Transects – 20 foot wide transects between plots
 - Invasive species area coverage between plots.

Deliverables: Tree-iage maps and summary data for each priority park**Goal 3: Assess the current capacity of municipal agencies, community organizations and volunteers to restore Redmond's priority parks forested natural areas****Tasks:**

- Policy Analysis:

- Identify current policy which governs management of priority parks
 - Identify funding which derives from current policy.
- Community: Conduct assessment of current community habitat restoration infrastructure
 - Established environmental non-profits,
 - Established "Friends of" or Adopt-A-Park groups,
 - "Informal" groups with areas of interest,
 - Business/Corporate participation,
 - Community volunteerism groups (e.g., faith-based, school group, YMCA, etc.).
- Agency: Conduct assessment of City, County, State and District Agencies which have either ownership or mission to steward City of Redmond priority parks
 - Identify Agencies, mission focus and budget,
 - Survey of current staff FTE's focused on open space/natural areas,
 - Survey of current infrastructure (i.e., management protocols, best management practices (BMP's)).

Deliverables: Summary of findings table with supporting documentation outlining policy, community and agency infrastructure and status relative to the challenge of restoration and stewardship in the City of Redmond. Summary of recommendations for building stewardship program.

Goal 4: Develop Community Outreach Program that will increase volunteer capacity for restoration / stewardship of Redmond's priority park forested natural areas

Tasks:

- Identify neighborhood associations, business districts, civic organizations, "friends of" groups, faith based organizations, restoration/stewardship organizations within close proximity to priority parks to target for an outreach program,
- Develop Outreach materials (handouts, flyers, powerpoint, website) to distribute to targeted groups,
- Conduct one outreach presentation to targeted groups through presentations, meetings, or tours to priority parks.

Deliverables: Established Outreach kit including one handout; Green Redmond Partnership web page outlining available resources and how to get involved; one poster and two banners for outreach booths; and one MS Powerpoint presentation. Four target groups per priority park will be contacted.

Phase II: Sustainability: Restoration Plan and Volunteer Forest Steward Program

Goal 5: Create a volunteer Forest Steward program to implement stewardship and restoration of Redmond's priority parks

Tasks:

- Develop training and education program in stewardship and restoration best management practices (BMP's) for community leaders and volunteers,
- Develop field guide for Forest Stewards to refer to for restoration events,
- Develop monitoring protocols and tracking procedures to assess volunteer restoration success.

Deliverables: Forest Steward Program training materials and recruitment of group of active Forest Stewards

Goal 6: Create a restoration plan which outlines management activities specific to developing healthy forested parklands within the priority parks

Tasks:

- Identify and convene government, non-profits and citizen stakeholders to develop goals, objectives, and stewardship priorities for the City,
- Conduct public involvement process to gather input from community and land owners,
- Develop and write a 20 year Forest Stewardship Plan
 - habitat restoration and acquisition prioritization,
 - community stewardship recruitment and development,
 - budgeting,
 - funding,
 - timeline.
- Present draft plan to elected leaders from the City of Redmond for adoption,
- Develop implementation timeline and budget.

Deliverables: 20 year Forest Stewardship Plan, implementation timeline and budget

Timeline of Deliverables (see Attachment A for calendar of deliverables):

1. Phase I: Forest analysis, policy review and community outreach (Dec 07-Dec 08)

- **Goal 2 Deliverables:** Tree-age map and summary data for each Priority Park (30 days).
- **Goal 3 Deliverables:** Brief summary of findings table with supporting documentation outlining policy, community and agency infrastructure and status relative to the challenge of restoration and stewardship in the City of Redmond. Summary of recommendations for building a stewardship program. (3 Months).
- **Goal 4 Deliverables:** Established Outreach kit including one handout; GRP web page outlining available resources and how to get involved; one poster and two banners for outreach booths; and one power point. Four target groups contacted per Priority Park (Materials 30 days, ongoing outreach throughout term of contract).

2. Phase II: Sustainability: Restoration Plan and Volunteer Forest Steward Program (Jul 08- Dec 08)

- **Goal 5 Deliverables:** Forest Steward Program training materials and group of active Natural Area Stewards (6 months).
- **Goal 6 Deliverables:** 60% Review draft of 20 year Forest Stewardship Plan, implementation timeline and budget (4 months), 95% Review Drafts (2 months)

Cascade Land Conservancy understands and agrees to obtain a City of Redmond business license to carry out and complete the services defined in the scope of work.

Budget:

PHASE I	Hours	CLC Rate	Consultant	TOTAL
Stewardship VP Program Management	10	150		\$1,500
Goal 1: Baseline Data and Document Collection				
GIS Data	8		76.5	\$612
Documents/plans/protocols/BMP's	20	60		\$1,200
			Sub-Total	\$1,812
Goal 2: Natural Areas Assessment				
Tree-iage Mapping				
Mapping Tree-iage management units	64		\$76.50	\$4,896
Field Verification & Initial Data collection	60		\$63	\$3,780
GIS Analysis of Data / Tree-iage Mapping	40		\$76.50	\$3,060
Project Management & Administration	16		\$94.50	\$1,512
Travel	400mi		\$0.60	\$240
Map Printing	4		\$25.00	\$100
Plot Analysis				
Plot Surveys Method 40 plots				\$8,723
Program Management and Administration	8	125		\$1,000
			Sub-Total	\$23,311
Goal 3: Property Assessment				
Agency	80	60		\$4,800
Community	80	60		\$4,800
Write up	35	60		\$2,100
Program Management and Administration	8	125		\$1,000
			Sub-Total	\$12,700
Goal 4: Outreach Materials				
ID/Target groups	20	60		\$1,200
Develop Materials	80	60		\$4,800
Banner Print costs				\$300
Poster Print Costs				\$150
Outreach to Target groups	693	60		\$41,580
Program Management and Administration	8	125		\$1,000
			Sub-Total	\$49,030
			PHASE I SUB-TOTAL	\$88,353

Continued on next page.

PHASE II	Hours	CLC Rate	Consultant	TOTAL
Goal 1: Forest Steward				
Develop training materials	40	60		\$2,400
Host One Training	20	60		\$1,200
Program Management and Administration	8	125		\$1,000
			Sub-Total	\$4,600
Goal 2: 20-Year Plan				
Public Involvement Process				
Project Associate	40	60		\$2,400
Program Manager	10	125		\$1,250
Develop and write plan (Writer/Editor)			\$20,000	\$20,000
Draft and review process, council presentations	40	125		\$5,000
Program Management and Administration	8	125		\$1,000
Stewardship VP Program Management	8	150		\$1,200
			Sub-Total	\$30,850
			PHASE II SUB-TOTAL	\$35,450
Other expenses				
Travel			current IRS rate	At Cost
Printing				At Cost
			PROGRAM TOTAL	\$123,803



Statement of Qualifications: Cascade Land Conservancy

John Floberg

Environmental Conservation Experience **Cascade Land Conservancy (CLC)**

Seattle, WA

9/06 – present *Vice President of Stewardship*

- Oversee stewardship of CLC fee-based and easement lands.
- Direct and manage fee-based consulting services on non-CLC lands.
- Oversee Green City partnerships in Seattle, Tacoma and Kirkland.
- Represent CLC on Governor Christine Gregoire's Climate Change Forestry Working Group.

The Nature Conservancy (TNC)

Seattle, WA

6/02 – 8/06 *Manager of Ecoregional Planning*

- Manage and develop place-based strategic plans (ecoregional assessments) for the northwest which includes areas of British Columbia, Washington, Idaho and Oregon.
- Lead outreach efforts to distribute TNC's science and planning information with the goal to influence agencies and NGOs to share and implement similar place-based priorities.
- Consult with and advise partners in British Columbia to write and complete plans for the Okanagan and North Cascades ecoregions.
- Conduct original research with agency and academic climate scientists to incorporate climate change predictions in future conservation actions.
- Evaluate human uses of ecosystems as a way to improve wildlife protection.
- Serve on the Washington Wildlife and Recreation Committee's proposal review panel and the Science Committee of the Washington Biodiversity Council.
- Audit science programs for TNC Rocky Mountain Division (includes the states of MT, WY, CO, AZ, NM, UT).
- Conduct workshops with outside experts to improve selection of priority landscapes.
- Teach scientific writing and the use of graphing software at national TNC workshops.

Santa Catalina Island Conservancy

Avalon, CA

2/01-5/02 *Field Biologist*

- Managed captive breeding and monitoring programs for the endangered Catalina Island Fox.
- Established and maintained wildlife monitoring programs on Catalina Island for wildlife groups including birds, bats, marine mammals, herpetofauna, rodents, and macroinvertebrates.
- Shared research results with Conservancy staff and public; wrote general science articles for Conservancy magazine.
- Created and presented slide shows on wildlife conservation to island's business and community groups.
- Managed grants, contracts and budgets.

The Nature Conservancy (TNC)

Seattle, WA

12/99-5/01 *Botanist and Ecoregional Planning Consultant*

- Conducted inventories and produced reports and photos of lichens and fungi on coastal forest preserves in southwest Washington State.
- Led the identification and reporting of rare and endangered non-vascular plants for TNC's Puget Trough Ecoregional Plan. This involved expert interviews, threat assessments, and university herbaria work.

4/99-11/99 *Stewardship Associate for preserves throughout Washington State*

- Completed site reviews, inventories and rare plant surveys.
- Developed and implemented vegetation monitoring projects.
- Planned and supervised reclamation and restoration of a gravel pit.
- Led volunteer invasive weed mapping and removal efforts.

The National Park Service - North Cascades National Park Complex

Sedro-Woolley, WA

5/00-9/00 *Wildlife Biologist*

- Conducted surveys for spotted owls, harlequin ducks and osprey.
- Designed and implemented first park-wide inventory of bats.
- Assessed new construction projects in the park based on sensitive wildlife species needs and federal NEPA requirements.
- Awarded the John Dalle-Molle Award for professional excellence.

Hudson River Foundation

10/92-9/94

*Public Participation Coordinator & Research Associate for the
U.S. EPA New York/New Jersey Harbor Estuary Program*

New York, NY

- Managed public outreach for restoring the estuary.
- Formed partnerships with business, environmental, academic and governmental organizations.
- Managed an EPA watershed education and restoration grants program.
- Wrote and produced articles, newsletters, brochures, and press releases.
- Conducted and communicated estuarine research for the Foundation.

Natural Resources Defense Council

3/91-10/92

Assistant Systems Manager

New York, NY

- Managed computer systems for office of approximately 100 people.
- Performed financial analyses.

Education

University of Vermont, Burlington, Vermont. September 1996 to March 1999.

- Master of Science degree, Department of Botany, Field Naturalist Program.
- Awarded Field Naturalist Fellowship, sponsored by the Andrew W. Mellon Foundation.
- Awarded \$25,000 *Conservation Fund* grant to study wildlife corridors between federal forest lands.

Rochester Institute of Technology, Rochester, New York. June 1987 to August 1988.

- Master of Business Administration, emphasis in marketing.
- Internship in nonprofit fundraising including a successful development campaign.

University of Richmond, Richmond, Virginia. September 1982 to May 1986.

- Bachelor of Science degree, Department of Biology.
- Beta, Beta, Beta Biological Honor Society.

Publications

Kareiva, P., J. Floberg "Endangered Species" *Encyclopedia of Ecology*. (In press) Elsevier.

Floberg, J., M. Goering, G. Wilhere, C. MacDonald, C. Chappell, C. Rumsey, Z. Ferdana, A. Holt, P. Skidmore, T. Horsman, E. Alverson, C. Tanner, M. Bryer, P. Iachetti, A. Harcombe, B. McDonald, T. Cook, M. Summers, D. Rolph 2004. **Willamette Valley-Puget Trough-Georgia Basin Ecoregional Assessment**. Prepared by The Nature Conservancy with support from the Nature Conservancy of Canada, Washington Department of Fish and Wildlife, Washington Department of Natural Resources (Natural Heritage and Nearshore Habitat programs), Oregon State Natural Heritage Information Center and the British Columbia Conservation Data Centre.

Floberg, J. 1998 **Potential Routes of Wildlife Dispersal between U.S. Forest Service Exchange Lands Near Easton, WA**. Prepared in partial fulfillment of the Master of Science Degree, Botany Department, Field Naturalist Program, University of Vermont, Burlington, VT. *This original research, in collaboration with Jim Agee from the University of Washington's College of Forest Resources and the Cle Elum Ranger District of the Wenatchee National Forest, has been one of many research projects to help inform conservation acquisition efforts along the I-90 corridor.*



Leslie Batten

PROFESSIONAL EXPERIENCE:

Green Cities Director, Cascade Land Conservancy, 01/04-present

- ♦ Develop and oversee the Green Cities Program, a new area of business for the organization including strategic planning, budget development and program implementation
- ♦ Coordinate and build consensus with multiple stakeholders including municipal agencies, community groups, non-profits, schools, faith based organizations, businesses and citizens
- ♦ Develop long-term restoration plans for stewardship and maintenance of urban natural areas
- ♦ Facilitate public meetings and seek public input for long-term restoration plans
- ♦ Educate and engage multiple stakeholders through presentations, volunteer work parties, and general outreach
- ♦ Provide professional land management consulting services to public and private landowners
- ♦ Manage sub-consultant work scopes, project deliverables, timeline and budget
- ♦ Direct development of the Hoh River Trust Forest and Land Management Plans
- ♦ Negotiate conservation strategies with private and public landowners
- ♦ Coordinate and lead Nearshore Initiative in partnership with local, state and federal agencies
- ♦ Conduct GIS analysis of priority conservation lands, and habitat patches
- ♦ Compose grant proposals for private and public funding opportunities

Planning Technician: Puget Sound Regional Council, 04/03 – 1/04

- ♦ Hired as GIS intern, promoted to Planning Technician 12/03
- ♦ Managed and developed residential building permit and employment databases for King, Pierce, Kitsap and Snohomish counties
- ♦ Established new procedures for database development and analysis
- ♦ Researched archived spatial data for accuracy and compatibility with new databases
- ♦ Trained, supervised, and supported GIS intern

GIS Intern: City of Mercer Island, 03/03 – 3/04

- ♦ Independently developed and created trail maps using GPS and GIS
- ♦ Investigated and developed new procedures for trail data and park asset acquisition, analysis and distribution
- ♦ Initiated new park asset management project

Associate Wildlife Biologist: Bureau of Land Management, 07/02-10/02.

- ♦ Conducted threatened reptile mark-recapture field surveys in extreme desert environment
- ♦ Developed and maintained spatial database for field wildlife and habitat surveys
- ♦ Assist development of the Western Colorado Desert management plan: evaluated, classified and updated route status, and their total land area impacts including threatened species habitat
- ♦ Assist development of Imperial Sand Dunes Recreation Area Management Plan and EIS: evaluated and analyzed critical areas of impact, sensitive cultural resource areas, open routes, endangered species habitat, proposed camping facilities and management areas within the Imperial Valley Sand Dunes
- ♦ Increased public awareness of sensitive wildlife and management procedures

PUBLICATIONS AND PRESENTATIONS:

- ♦ Panel member, Creating Restoration Tools for Restoration in Forest Ecosystems, Society for Ecological Restoration and Society for Wetland Scientist Conference, 9/25/07
- ♦ Guest speaker, Wetland Science and Management Certificate Program, University of Washington, 2006, 2007
- ♦ Waters Landscape, *Cascade Agenda*. Cascade Land Conservancy. 2005

EDUCATION:

Wetland Science and Management Certificate Program: University of Washington, June, 2005

Bachelor of Science: Biology. GIS and Chemistry Minors. Western Washington University, June, 2002

RELAVENT EXPERIENCE:

- ♦ **Wetland analysis and restoration plan for Duwamish River wetland:** Conducted a wetland delineation, functional assessment, wetland rating, and developed a wetland restoration plan for the enhancement of a degraded wetland adjacent to the Duwamish River. Wetland Science and Management Certificate Program. Advisor: Dr. Amanda Azous, Herrera Inc., June, 2005.
- ♦ **Western Grey Squirrel Habitat Analysis:** Analyzed and digitized new survey area maps of Western Grey Squirrel habitat in order to determine the status of the species. Washington State Department of Fish and Wildlife, 3/02-6/02.
- ♦ **Roadless Areas Assessment:** Analyzed Washington state roadless areas, outside of currently protected lands, in order to determine additional areas for consideration for protective status through the Roadless Area Conservation Initiative. Final senior GIS project, Western Washington University, Advisor: Dr. Mike Medler, 1/02-6/02.
- ♦ **Miscellaneous projects:** Critical Land assessment for Whatcom County, designated areas of protection including agricultural land preservation, reclassified the city of Bellingham land use and land classifications based on aerial photo interpretation, reviewed Bellingham zoning, analyzed Mt. Baker watershed, and reviewed procedures for avalanche prediction, 9/01-6/02.

SPECIALIZED AND TECHNICAL SKILLS

- ♦ Wetland delineation and sampling methods of water quality, hydrology, plant identification and soils
- ♦ Comprehensive experience with GIS analysis and software including GPS
- ♦ Familiar with Municipal Planning Processes, Critical Areas Ordinances and land management
- ♦ Experience with habitat assessment and sampling including vegetation surveys and water quality
- ♦ Adept in wildlife monitoring: birds, amphibians, reptiles, macro invertebrates and mammals including endangered / threatened species
- ♦ Familiar with NEPA, SEPA and ESA
- ♦ Professional verbal and written communication skills, including scientific and technical reports, grant writing and public speaking
- ♦ Experience building public awareness and consensus on sensitive issues



Cascade Land Conservancy

Project Experience:

Green Seattle Partnership

In recognition of the need for long-term stewardship of Seattle's forested parklands and green belts, the City of Seattle and the Cascade Land Conservancy joined together to form The



Green Seattle Partnership (GSP) -a public-private partnership between the citizens of Seattle, the City of Seattle and the Cascade Land Conservancy. Guided by an innovative 20-Year Strategic Plan, GSP employs strong science and innovative restoration strategies, in order to (1) restore all 2,500-acres of forested parklands throughout the city; (2) foster an informed, involved and active community of stewards, including youth; and (3) ensure the sustainability of forested parklands by insuring proper maintenance and stewardship over time. To date the GSP has enrolled over 200 acres into the GSP four-phased restoration approach, engaged 45 active community Forest Stewards to lead volunteer and restoration events and have increased volunteer hours to more than 50,000 hours annually.

Contacts:

Mark Mead
Senior Urban Forester
Seattle Parks and Recreation
(206) 684-4113

Tracy Morgenstern
Strategic Advisor
City of Seattle
Office of Sustainability and Environment
(206) 386-4595

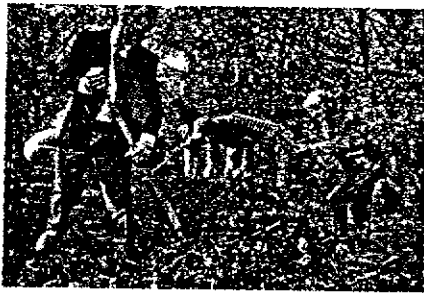
Green Kirkland Partnership

Inspired by the vision and progress of the Green Seattle Partnership the City of Kirkland partnered with the Cascade Land Conservancy to launch a similar community stewardship program known as the Green Kirkland Partnership. This project included 1) a park wide inventory and analysis of the forest canopy and the extent of invasive species cover within forested park lands; 2) an in depth analysis of city programs, staff, funding and community organizations that contribute or potentially inhibit stewardship opportunities in the City with recommendations for increasing stewardship capacity; 3) public engagement and volunteer recruitment; 4) development of a 20- Year Forest Restoration Plan due for publication in December 2007. During this planning effort CLC and the city have hosted more than a dozen community stewardship events that have more than doubled volunteer hours and restoration efforts.

Contact: Jennifer Schroder
Director Parks and Community Services
City of Kirkland
425-597-3301

Green Tacoma Partnership

Cascade Land Conservancy initiated the Green Tacoma Partnership with the City of Tacoma in order to create a sustainable open space program supported by a broad coalition of community organizations. This multi-agency, community partnership is developing an



Open Space Habitat Plan that will prioritize restoration, acquisition and maintenance of City and Metro Parks owned open spaces over the next 20 years. During this planning process, GTP has been increasing community capacity for open space stewardship. This capacity will result in more volunteers and "friends-of" groups ready to implement key projects almost immediately, once the plan is adopted. Along these lines, CLC has developed a volunteer training program for event planning, volunteer management and best management practices for restoration. Future trainings will include critical area

permit process, grant writing, and land use policies.

Contact:

Peter Huffman
Planning Division Manager
Community and Economic Development
City of Tacoma
253-591-5373

Middle Fork Snoqualmie Legacy Project



The Middle Fork Snoqualmie Valley is one of East King County's truly wild places, with old-growth forests, whitewater rivers, and strong native trout runs. Cascade Land Conservancy (CLC) is working with the Mountains to Sound Greenway, local communities and other partners to remove infestations of invasive weeds from the entire valley before they devastate critical habitat.

CLC has worked with land managers and local groups for over a decade to help protect the 110,000-acre Valley – just 30 miles east of Seattle – and make it a better place for low-impact recreation. Successes include protection of thousands of acres of key habitat, a new campground, construction of miles of new trails, and new river access facilities. Land managers and community groups are now focused on long-term stewardship, including an invasive weed control project

Statement of Qualifications:



International Forestry CONSULTANTS, INC.

Address:

11415 NE 128th St Suite 110
Kirkland, WA 98034

Contact Info:

(425) 820-3420
(425) 820-3437

www.infoforestry.com

No. of employees:

10

Year established:

1966

Relevant Expertise

- ◆ Forest Management
- ◆ Forest Inventory
- ◆ Timber Appraisal
- ◆ Road Maintenance Design
- ◆ Arboriculture Consulting
- ◆ GIS Analysis & Mapping

Corporate Information

- ◆ Fed ID: 91-0810417
- ◆ UBI: 578 076 742
- ◆ L&I: 258,368,000
- ◆ Duns: 74,266,837

Background

International Forestry Consultants, Inc. (INFO) was formed in Seattle in 1966 as a full service forestry consulting organization. The name comes from the company's early emphasis on international forestry consulting projects. Since that time, INFO has positioned itself as a major consultant in the Pacific Northwest, with projects extending throughout the Western United States and Alaska.

The company recently moved its headquarters to Kirkland, Washington, just east of Seattle. This move was precipitated by the acquisition of Resource Mapping and Management. The GIS and forestry divisions are now consolidated in the Kirkland office. INFO's current full time staff of ten consists of two professional foresters, a GIS manager, five field foresters and arborists, and a graduate forester as our office manager.

Forest Management

INFO currently manages over 25,000 acres of forestland in Western Washington. Our forestland management is tailored to our clients needs, from timber utilization to wildlife habitat protection and enhancement. INFO manages properties for private landowners, Conservation Organizations, and Non-profit Organizations. The majority of properties managed by INFO are certified under the Sustainable Forestry Initiative (SFI). From forest establishment to timber harvest, INFO has over 40 years experience in all aspects of forestland management. Our forestland management is tailored to our clients' needs, from timber utilization to wildlife habitat protection and enhancement. Long range forest planning is essential to maintaining a productive forest. INFO uses state developed BMP's (Best Management Practices) in all facets of forest management. Our foresters are experienced in all aspects of forest administration, from pre-commercial silviculture to obtaining forest practice permits and timber sale administration. INFO's foresters routinely handle day to day operations on our clients' forest properties.

INFO foresters have completed Road Maintenance and Abandonment Plans (RMAP) on over 120 miles of forest roads in Western Washington. These plans are now being implemented by INFO foresters on an annual basis, from basic road maintenance to fish barrier culvert replacements. INFO foresters handle the projects from design to completion by qualified road contract crews.

Appraisal

INFO routinely conducts appraisals of forest land and undeveloped parcels throughout the State of Washington. Reports are prepared in compliance with USPAP and Yellow Book standards when required. Notably, INFO has recently completed the

appraisal of 274 parcels in 13 counties on 118,000 acres and is currently conducting appraisals on forest lands and lands with higher and better use potential throughout the state. Land appraisals are certified by our associate, Norquest Realty Advisors.

Forest Inventory

INFO has over 40 years experience doing timber inventories and appraisals. Whether the client has 1 acre or 100,000 acres, INFO can design and implement a timber inventory to meet their criteria. Timber inventories are designed to survey stand structure, age classes, species composition, and volume totals. INFO uses a number of inventory and timber cruise software packages, as well as, various growth models. INFO completed the Lake Youngs Reservation Forest Inventory and 1000 Road Timber Cruise for SPU in 2003.

INFO cruises over 20,000 acres of timberland annually for various clients. We specialize in extensive timber surveys on large ownership, as well as, intensive surveys on small acreages. These timber cruises are often associated with timber appraisals. INFO has experience appraising timber and forestland for timberland acquisition, land transfers, timber sales, and timber trespass. INFO can assist clients with purchase and sale strategies for timber and forestland. INFO appraises thousands of acres annually for public agencies and private organizations.

GIS Mapping

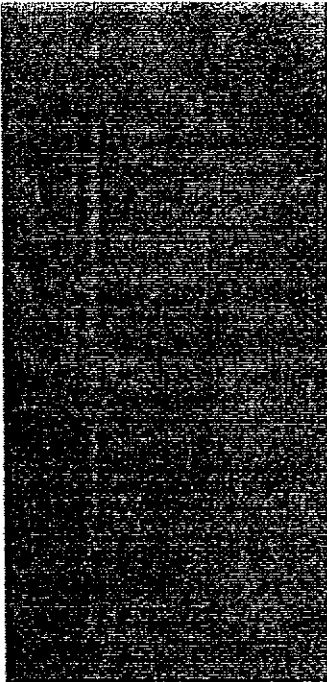
INFO uses GIS to map, analyze and visualize spatial data. This includes aerial photo interpretation, digitizing, and the use of diverse databases to create detailed maps and analyses. We use, industry standard, ESRI ArcGIS, ArcInfo, ArcView and Autodesk MAP software making our data compatible with nearly all private and government agencies. We can quickly acquire and incorporate existing GIS data sets or compile new data as needed based on aerial imagery and field surveys.

Our field personnel are equipped with GPS (Global Positioning System) equipment to quickly and accurately map features in the field. This data is then imported directly into GIS. We also use high accuracy distance measuring equipment (JAMAR Technologies) to perform forest road surveys for RMAPs (Road Maintenance and Abandonment Plans)

Arboriculture

In today's expanding urban environment, urban tree assessment and management is increasingly difficult. INFO has the staff and expertise to assist private individuals and local jurisdictions when facing these challenges. INFO's staff includes four certified arborists who provide urban tree assessments and valuations. INFO also performs street tree inventories for local municipalities and real estate developers.

INFO's foresters and arborists have participated in a number of Green City projects administered by the Cascade Land Conservancy. Managing open spaces and parks in today's urban environment is more challenging than ever. Our urban forests are



threatened by a number of exotic agents and are generally declining in health. INFO's urban forestry staff has the expertise to identify and prioritize threats to urban forests as well as develop mitigation and restoration plans.

Trees can enhance or encumber construction projects. We review construction plans with an eye toward expected and unexpected results of tree retention and removal. We are qualified to conduct tree inventories both before and after construction. Planting the right trees in the right locations enhances the environment. It's critical to select the best tree species, size, and placement for any given site. We prepare re-vegetation plans based on soils, shading, slopes, water, and aesthetics.

Company Associations

Company and staff certifications include Society of American Foresters Certified Foresters, International Society of Arboriculture Certified Arborists, and members of the Association of Consulting Foresters. The company belongs to and participates in many professional organizations and volunteer boards including: Sustainable Forestry Initiative, Black Mountain Forestry Center, WADNR Small Forest Landowner Advisory Committee, King County Rural Forest Commission, Washington Forest Protection Association, Washington Farm Forestry Association, and the University of Washington College of Forest Resources Alumni Board.

Dennis Dart, Vice President

Experience Summary

Mr. Dart's professional specialties include Project Management, Forest Inventory Management, Forest Management, Timber Sale Layout and Administration, Road Maintenance and Abandonment Plans, and Geographic Information Systems.

Mr. Dart conducts long range harvest plans based on SFI (Sustainable Forestry Initiative) principles, conducts pre-commercial and commercial silviculture activities and prepares reforestation plans for several Tree Farms under INFO management. As the Project Manager for several Forest Inventory and Analysis Plans; Mr. Dart designs and implements forest inventories on private, tribal, and public forestland. He is responsible for determination of cruise intensity and field data collection, compiling cruiser plot data, delineating stand types, creating summary reports, and analyzing inventory data for various management prescriptions.

Mr. Dart has seven years of experience with road maintenance design and contracting. He developed and is currently implementing Road Maintenance and Abandonment Plans on over 150 miles of forest roads. He is also a member of the WADNR Forest Roads working group that is responsible for updating Section 3 of the Forest Practice Board Manual.

Assignment

Forest Manager, Project Manager

Education

B.S., Forestry, 1998, Humboldt State University

Experience

9 Years

Joined Firm

2001

Relevant Expertise

- *Certified Forester #3672*
- *Chair - WADNR Small Forest Landowner Advisory Committee*
- *Past Commissioner-King County Rural Forest Commission*
- *WADNR Roads Working Group-updating WA Forest Practice Board Manual BMP's for forest roads*
- *Manager of SFI certified lands*
- *Project Manager of large and small scale forest inventories*

Washington State Department of Natural Resources & WDFW Land Exchange

Kittitas County, Washington

Responsible for timber appraisal on 25,000 acre exchange. Assisted the land appraiser conduct market research and analyze market trends. Appraisals to USPAP and Yellow Book Standards as required.

Washington State Department of Natural Resources & Western Pacific Timber/Central Cascades Exchange

Throughout Washington State

Conducted timber appraisals on exchange parcels totaling over 100,000 Mbf utilizing the Income Approach. Assisted the land appraiser conduct market research and analyze market trends. Assimilated comparable sales data for subject parcel valuation.

Forest Management and Long Range Planning, Seefeld Corporation, PB Lumber, Penguin Forests, Teanna Northwest, Cascade Land Conservancy

Kirkland, WA

Conduct long range harvest planning based on SFI (Sustainable Forestry Initiative) principles. Identify, prepare, and conduct pre-commercial and commercial silviculture activities. Prepare reforestation plans. Create annual budgets for Tree Farms under management. Markets Log Sales of over 9 Mmbf annually. Forest Administration on over 25,000 acres including logging contracts, road construction/maintenance contracting, road use permits, neighbor access permits, log sales, and quarterly reporting.

Lake Youngs Forest Inventory and Analysis, Seattle Public Utilities

Seattle, WA

Project Manager - designed and implemented forest inventory on 1,100 acres of public forestland. Responsible for determination of cruise intensity and field data to be collected, compiled cruiser plot data, delineated stand types from infrared orthophotos, created summary reports, and analyzed inventory data for various management prescriptions. Utilized snag and down woody debris data to evaluate potential wildlife habitat.

Tulalip Tribes Forest Inventory and Analysis, Tulalip Tribes

Marysville, WA

Project Manager - designed and implemented forest inventory on 11,000 acres of tribal forestland. Responsible for determination of cruise intensity and field data to be collected, compiled cruiser plot data, delineated stand types from air photos, created GIS database for inventory data, created summary reports, and analyzed inventory data for various management prescriptions.

Forest Inventory and Management Planning, Cascade Land Conservancy

Seattle, WA

Project Manager/Stewardship Forester, designed and implemented forest inventories on CLC's forestland holdings. Inventories were designed to collect current forest stand data in preparation of writing silvicultural prescriptions for forest stand structure enhancement. Forest management plans were written to increase late seral characteristics in second and third growth forests. Project manager of the Green Tacoma and Green Kirkland HMU delineations and inventories.

Road Maintenance and Abandonment Planning, Seefeld Corporation, PB Lumber, Penguin Forests, Cascade Land Conservancy

Kirkland, WA

Developed and currently implementing Road Maintenance and Abandonment Plans on over 120 miles of forest roads. The plans cover everything from pre & post storm maintenance to identifying fish passage barrier culverts. These plans have a 15 year implementation schedule based on condition and potential impact to public resources. Plans are five years into the implementation phase.

Jesse Saunders, Silviculture Forester/Arborist

Experience Summary

Mr. Saunders specializes in Timber Inventory Management, Timber Cruise and Appraisal, Forest Management, Timber Harvest Layout and Design, Silvicultural procedures, GPS Data Analysis, Forest Road Inventory and Urban Forestry.

He supervises timber inventories, administers data uploads from handheld computers and has cruised timber for three consecutive years on Hancock Forest Resources lands in Snoqualmie, White River, and Morton areas. He planned and conducted timber cruises for Seattle Cedar River Watershed, the Bureau of Indian Affairs, Various Tribes and for International Forestry's management lands. He also plans stream buffers and alternative plans for timber harvest layout design and administration. He also has experience flagging harvest unit boundaries, and choosing trees for single tree selection harvests and timber stand improvement. He is experienced in silvicultural procedures that include tree planting, reforestation, and brush control.

Jesse has experience with urban development and city open space projects. He collected field data and prepared tree preservation and protection plans.

Mr. Saunders conducts forest road inventories assessing the condition and maintenance of roads, bridges, and culverts. He delineates forest areas using GPS technology and ground traversing. Mr. Saunders is part of the Washington Road Sub-Basin Scale Effectiveness Monitoring field inventory team.

Assignment

Silviculture Forester

Education

B.S. Forest Management, 2001, University of Washington

Experience

5 Years

Joined Firm

2004

Relevant Expertise

- *Certified Arborist #PN-5977A*
- *GPS Field Technician*
- *Field and Administration Forester*
- *Manager of SFI certified lands*
- *Member - Society of American Foresters*

Washington Road Sub-Basin Scale Effectiveness Monitoring, Washington Department of Natural Resources.

Member of the field inventory team initiated in 2006, collecting field data for use in the statewide forest road monitoring program. The road inventory samples are taken on lands that fall under the jurisdiction of the WDNR Forest Practice Rules for forest roads. Field protocol used is based on Washington State Department of Natural Resource Watershed Analysis Methods.

Hancock Forest Resources Timber Inventory 2004, 2005, 2006 & 2007

Western Washington

Led an inventory project for four consecutive years that spanned the Snoqualmie, White River and Morton tree farms in the Central Cascade Mountains. Provided project organization, timber cruising, and supervision of a 6 person team. Administered field data and electronic data recorders. Responsible for data processing and final product delivery.

Timberlands Field Operations and Silviculture

Western Washington

Performs a wide variety of day to day field operations on INFO managed tree farms including timber harvest layout, timber cruising, management of reforestation and tree planting, pre-commercial thin

prescriptions, compliance, data base updates, contractor relations and supervision, road planning and maintenance.

Site Design for the Application of Biosolids, King County DNR

Seattle, WA

Performs design and field layout of biosolids units including traverses and boundary flagging. Assessment of field conditions including, water courses, soils, wetlands identification, vegetation, and impacts of equipment operation. Design, survey and marking of application trails on forest lands.

Timber Inventory Cruise and Analysis

Western Washington

As the Project Field Manager for several Forest Inventory and Analysis Plans; Mr. Saunders designs and implements forest inventories on private, tribal, and public forestland. He is responsible for determination of cruise intensity and field data collection, compiling cruiser plot data, delineating stand types, creating summary reports, and analyzing inventory data for various management prescriptions.

Urban Forestry & Tree Protections

Routinely assist developers, construction managers and real estate brokers with tree protection plans and hazard tree assessment primarily in Eastside Cities of Kirkland, Redmond, Bellevue, Kenmore, Bothell and Woodinville among others. Field Inventory & threat matrix evaluation for HMU's on the Green Tacoma and Green Kirkland Projects.

Continuing Education

Forest Road Surfacing Workshop: Principles, Designs and Applied Practices

Channel Migration Zone Identification

Forest Practices Division- Unstable Slopes Training

Tree Hazard & Habitat, Seattle, WA

WSU Extension- Managing Red Alder

Ted Hitzroth, GIS Manager

Experience Summary

Mr. Hitzroth is responsible for the company's mapping and GIS services. His professional specialties include spatial data analysis, map design and production, data collection and digitizing, database updating and maintenance, systems design, and project management. Since earning a degree in Geography from Central Washington University (1979), he has acquired over 27 years of experience as a GIS analyst and cartographer. He has extensive experience using a variety of GIS, CAD, and graphics software including ArcGIS, Spatial Analyst, 3D Analyst, Arc/Info, ArcView, AutoCAD, MicroStation, and Arc/Info AML programming.

Ted has administered and performed natural resource GIS projects on tens of millions of acres in the Western United States and Alaska including over 500,000 acres on 17 watershed analyses. Other projects span the Pacific Basin in places such as New Zealand, Saipan, Rota, and the Marshall Islands

Assignment

*Geographic Information Systems
Analysis and Mapping*

Education

*B.A. Geography, 1979, Central
Washington University*

Experience

27 Years

Joined Firm

2003

Relevant Expertise

- *27 years experience in mapping including 16 years administering and working with GIS analysis, database and map construction projects*
- *Extensive experience using a variety of GIS and graphics software including, ArcGIS, Arc/Info, Spatial Analyst, 3D Analyst, AutoCAD, Microstation, Photoshop, Freehand.*
- *Arc/Info AML programming*
- *Recent Publications: "Pacific Northwest Trail Guide", Sasquatch Books, Seattle, Washington, March 2001*

Green Tacoma Threatened Open Space Mapping; Cascade Land Conservancy, Seattle, WA

Responsible for the GIS portion of a project that evaluated the condition of vegetation and invasive species threats on public open space areas within the City of Tacoma. This included developing project protocols and GIS design, acquiring and processing cadastral datasets, preliminary aerial photo interpretation, synthesizing and importing field data into GIS, spatial data analysis, and map production. The final product was a series of maps that identify current conditions by parcel via a color coded threat matrix.

Road Sub-basin Scale Effectiveness Monitoring; Washington State DNR, Olympia, WA

Responsible for the GIS portion of a project that evaluated the condition of vegetation and invasive species threats on public open space areas within the City of Tacoma. This included developing project protocols and GIS design, acquiring and processing cadastral datasets, preliminary aerial photo interpretation, synthesizing and importing field data into GIS, spatial data analysis, and map production. The final product was a series of maps that identify current conditions by parcel via a color coded threat matrix.

Wildlife Habitat Mapping in the Central Washington Cascades; Muckleshoot Indian Tribe, Auburn, WA

Developed a 385,000 acre elk and deer habitat GIS database for use in studying digestible biomass and carrying capacity and for modeling game management scenarios. Working in concert with Raedeke and Assoc. biologists, Mr. Hitzroth acquired then reclassified and edited existing high resolution vegetative cover GIS data. The vegetation data was contributed by local private and government land managers. Used Orthophotos and aerial photos to verify, normalize, and tie together the datasets. Utilizing existing high resolution datasets enabled the construction of a reliable, detailed habitat map at a much lower cost than other methods.

Jackson Hydroelectric Project GIS Database Revision and Development; Snohomish County PUD No. 1

Responsible for major database revisions and conversion of the client's existing PC ArcInfo GIS to ArcGIS geodatabase format. Existing PC ArcInfo coverages and shapefiles were converted to workstation ArcInfo format. Topology and tables were edited and corrected. The extents of datasets were expanded to facilitate the needs of a dam re-licensing project. Transportation and hydrographic features were updated using a combination of orthophoto and State and County datasets. Cadastral corners were updated based on ground survey data. Vegetative cover layers were organized, edge matched, and appended to create consistent datasets. The final datasets were delivered in ArcGIS personal geodatabase format.

GIS Support for Fourteen Watershed Administrative Unit Analyses in the Washington Cascade Region; Plum Creek Timber Company, Seattle, WA

Managed the GIS portion of ongoing watershed analysis studies required as part of the client's Habitat Conservation Plan. Watersheds ranged from 26,000 to 41,000 acres in size. Functions included data procurement, digitizing, map design and production, data analysis, and database management.

Evaluation of Existing Stream Temperature Nomograph in Eastern Washington State, Washington State DNR, Olympia, WA

The project evaluated the accuracy of the existing temperature nomograph and made recommendations for future modifications based on the analysis of alternative models using available existing data. Mr. Hitzroth was in charge of GIS data collection, analysis, and map production services for the project. The project involved gathering and preparing pertinent, often disparate, spatial datasets. ArcInfo software was used to analyze and report on these data to determine correlations with stream temperature monitoring station data.

Forest cover mapping in the Northern California coastal redwood zone; The Campbell Group, Fort Bragg, CA

Managed the GIS component of a project to map detailed forest cover types on 190,000 acres in Northern California. Existing road, cadastral, and stream GIS data were acquired and updated using aerial photos and orthophotography. Timber stand data were compiled and digitized from photos and field reconnaissance surveys. Data was processed for quality control and delivered to the client as a ready to use GIS datasets.

Bob Layton, Timber Cruiser/Arborist

Experience Summary

Mr. Layton began his forestry career in 1991, conducting timber stand exams on the Targhee National Forest in Idaho. During that same field season, he was promoted to crew supervisor and completed timber stand examination contracts on the Lolo National Forest, for the Superior and Thompson Falls Ranger Districts in Montana. Since that time, he has inventoried several thousand acres of timberlands.

Bob is proficient in all aspects of timber inventory and log scaling from sale cruising of old growth timber to regeneration surveys. He is adept in domestic-export grade cruising in accordance with the Puget Sound Log Scaling and Grading Bureau. He is proficient in collecting non-timber resource data as well. To include ground cover vegetation species and percent cover, vegetation-habitat associations, down woody debris (fuels), and snag data. From years of working in the forest with aerial photographs, Bob has become skillful in aerial photo interpretation of timber stands and map compilation.

Bob is also a certified Arborist with the International Society of Arboriculture. When not working in the forest, he is dealing with urban related tree issues. This involves Visual Tree Assessments (VTA), disease and pest diagnosis, Tree Plans for development purposes, overseeing construction impacts to preserved trees, tree and landscape appraisals, and trespass related tree issues.

Some of his recent arborist projects include: Tree Inventory and Assessments for the City of Snohomish, City of Lakewood and Town of Steilacoom; and weekly inspection and tree protection standards for the Highpoint Redevelopment project in Seattle. Most recently he has been busy in the City of Kirkland preparing Tree Plan reports for developers under the City's new tree ordinance.

Assignment

Timber Cruiser

Education

*A.A.S. Forest Recreation, 1988,
Paul Smith College, New York*

Experience

18 Years

Joined Firm

1994

Relevant Expertise

- Certified Arborist #PN-2714A
- Highly proficient in aerial photo interpretation and map compilation
- 18 years of experience in all levels of forest inventory

Timber Cruise and Inventory

Western Washington

Timber inventory and cruising projects have been successfully completed for the WA Department of Natural Resources, King County DNR, Bureau of Indian Affairs (BIA), Plum Creek Timber Company, Citifor, Inc., Crown Pacific, The Campbell Group, Weyerhaeuser Company, Hancock Forest Management, Cascade Land Conservancy, INFO managed tree farms, and numerous small forest landowners. At present, he is the check cruiser on the Lummi Inventory and Seattle Public Utilities Cedar River Forest Inventory. He cruises approximately 10 million board feet of timber annually.

Sultan Basin, Department of Natural Resources, Olympia, WA

Project included electronic data collection of timber and non-timber resources such as snags, fuels, and vegetation. Forest Resources Inventory System (F.R.I.S.) field procedures.

**Forest Inventory Cruise for Biosolids Division, King County
Department of Natural Resources**

Primary forester responsible for the photo interpretation and inventory of 3,075 acres. Project included field sampling of timber resources. Data was summarized to give average diameter, height and trees per acre by species.

Arborist Consulting

**High Point Redevelopment, Absher Construction Company,
Seattle WA**

Lead arborist responsible for the preservation of 65 mature trees to be retained during re-development of an entire neighborhood. On call duties included aiding construction workers when working within critical root zones, to include, root pruning and irrigation. Also performed weekly inspections of tree protection fencing and tree conditions. Also held contracts with RCI and Fardig Development on same project.

Burnstead Construction Company, Redmond WA

Performed a tree inventory and condition assessment of 11 acres for a development in Redmond, WA.

Conner Homes, Bellevue, WA

Monitor excavations within critical root zones of retained trees on several projects. Provide advice and recommendations to properly preserve trees on construction sites. Oversee exactions to properly prune tree roots to lessen construction impacts.

Hamish Anderson Custom Homes, Kirkland, WA

Perform tree condition assessment reports and evaluations of construction impacts to retained trees. Perform remedial treatments to roots damaged from excavations.

Continuing Education

Wetlands Identification Course Series – Everett Community College

Log Scaling For Timber Cruisers – Beaverton, OR

IMLUSA Seminar Tour "Assessing Trees" – Seattle, WA

Tools & Techniques to Manage the Urban Forest – UW, Seattle

Unstable Slopes Training – WA Department of Natural Resources

Report Writing for Arborists – Edmonds Community College

Tree Hazard and Habitat – Seattle, WA

Trees and Storms Symposium – Seattle, WA

Tree Risk Assessor Course (TRACE) – Redmond, WA

Matt Rourke, Production Forester/Arborist

Experience Summary

Mr. Rourke has 9 years of experience in timberland management and urban forestry. Former employers include the USDA Forest Service and California Department of Forestry and Fire Protection; however most of his time has been with private consultants, providing technical and professional services to both non-industrial and industrial owners. Areas of expertise within the field include harvest planning, timber sale layout and administration, environmental assessment and identification of sensitive areas, project permitting, road system monitoring, erosion control planning and implementation, timber marking and cruising. Matt is also proficient in the application of GPS technology in the field.

Matt has experience inventorying forest roads and prescribing treatments for forest practice rule compliance, prior to harvest operations. Specific experience includes identification and mitigation of stream crossings and potential sediment sources, including preparation of written documents and soil erosion control plans subject to a multi-disciplinary review process. Mr. Rourke was part of the Washington Road Sub-Basin Scale Effectiveness Monitoring field inventory team for 2006, and anticipates future participation in subsequent phases of the project.

Mr. Rourke designs and implements inventories on small private ownerships for management purposes. He works on large inventory projects with INFO, including the annual inventory updates for the Hancock Snoqualmie Block. Additionally, he has conducted extensive field inventory on lands owned or managed by Cascade Land Conservancy for planning purposes. Matt conducted a 100% inventory of Old Growth Redwood stands in Big Sur, CA for lands being considered for a conservation easement by Big Sur Land Trust.

Assignment

Production Forester

Education

B.S., Forest Management, 1998, University of Washington

Experience

9 Years

Joined Firm

2005

Relevant Expertise

- California Professional Forester RPF #2748
- Certified Arborist #PN5925A
- Work experience emphasizes forestry consulting on small private ownerships
- Continuing education in identification and management of unstable areas, financial analysis for forest managers, advancements in silviculture, watercourse crossing design, forest road surfacing and design, and archeological training for resource professionals

Tolt River Highlands Management and Forest Health Thinning

Assumed management of the Tolt River Highlands (TRH) thinning projects managed by INFO in 2005, 2006 & 2007. Services include forest management consultation, preparation of Forest Stewardship Plans, and all phases of harvest layout, permitting, and contract administration. The project has commercially thinned approximately 300 acres of Douglas-fir plantation for over 15 landowners with diverse goals and objectives for their properties, to which various silvicultural and permitting options are applied.

King County Natural Resource Lands Program, Taylor Mountain and Ring Hill Forest Timber Harvest/Forest Restoration

Conducted all phases of harvest planning timber sale layout, and permit preparation for selected management units in the Taylor Mountain and Ring Hill Forests. Tasks included identification of sensitive areas and wildlife habitats, delineation of harvest boundaries, location and design of forest roads, and preparation of Forest Practice Applications.

Tree Farm Management

Matt is responsible for all harvest unit layout and permitting on Tree Farms under INFO management. Matt is responsible for planning and administering the silvicultural activities in merchantable stands, while implementing the ownership's SFI certification standards. Harvests include variable density commercial thinning prescriptions, as well as group selection and even-age regeneration strategies. Additional work includes implementation planning for the Road Maintenance and Abandonment Plans on the ownerships and road contract supervision.

Washington Road Sub-Basin Scale Effectiveness Monitoring, Washington Department of Natural Resources.

Member of field inventory team in 2006, collecting field data for use in the statewide forest road monitoring program. The road inventory samples are taken on lands that fall under the jurisdiction of the WDNR Forest Practice Rules for forest roads. Field protocol used is based on Washington State Department of Natural Resource Watershed Analysis Methods.

Forest Management Planning

Regularly consults with a variety of owners with diverse goals to identify management objectives for their forestland. Forest Management Plans (FMPs) and Stewardship Plans are then prepared and submitted to local agencies for a variety of purposes including current use taxation, land use planning and permitting.

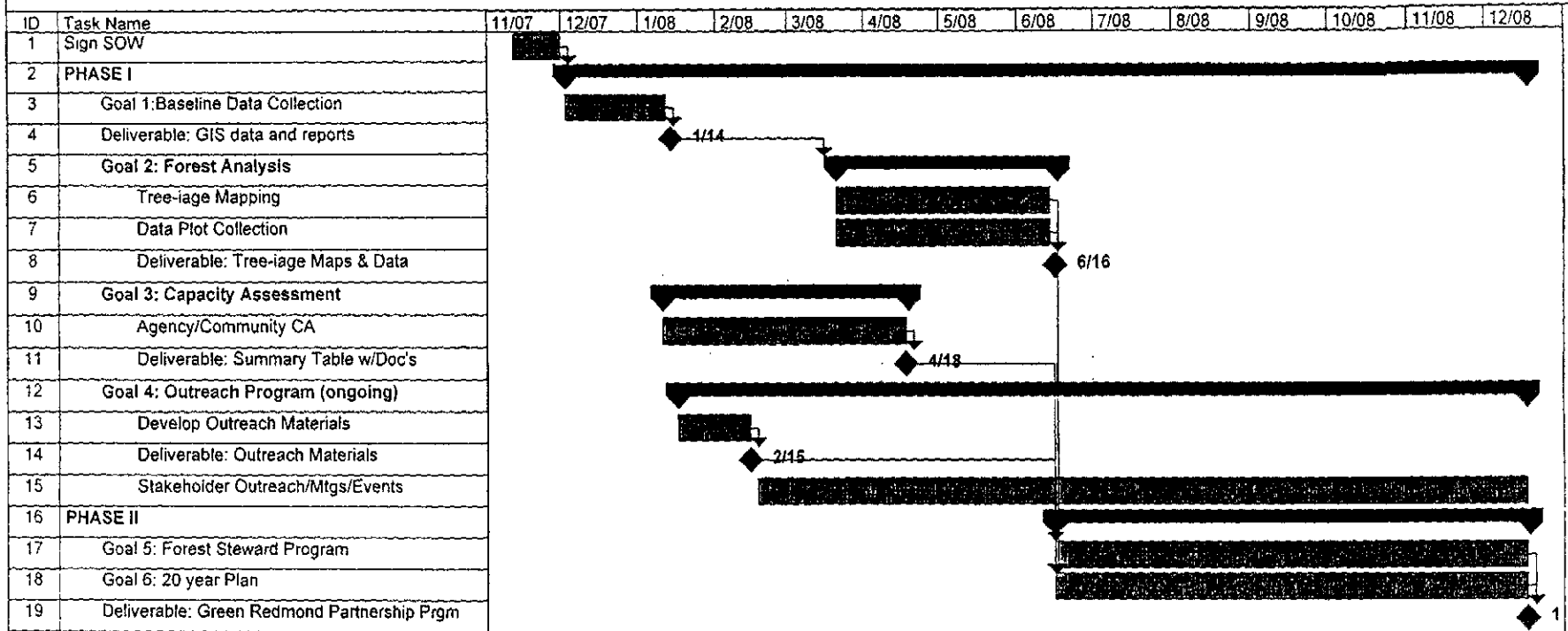
Seattle Public Utilities (SPU), Cedar River Watershed, Ecological and Restoration Thinning Projects

Primary responsibility is to implement the compliance monitoring protocol within ecological thinning (commercial) and restoration thinning (pre-commercial) units in the Cedar River Watershed. Activities include data collection, general inspections of the work site for contract compliance, providing feedback to operators in the field, data entry, preparation of summary reports to watershed managers, and providing general feedback on the conduct of operations and project design to SPU.

Urban Forestry

As a certified arborist, performs field evaluation of trees for general condition and hazard assessments. Prepares urban tree plans for developments and single family residences. . Field Inventory & threat matrix evaluation for HMU's on the Green Tacoma and Green Kirkland Projects.

Attachment A: Calendar of Deliverables



Project: Redmond timeline
Date: Thu 10/25/07

Task



Milestone



External Tasks



Split



Summary



External Milestone



Progress



Project Summary



Deadline



EXHIBITS B & C

WORK & PAYMENT SCHEDULE

Work & Payment Schedule. The CONSULTANT shall perform all tasks as outlined in the scope of work for this project and shall be eligible for payment upon demonstrated progress towards completion of each project goal as identified below. Contractor may invoice the City no more frequently than once per month and all invoices shall include an itemized breakdown, per identified goal, of progress made and payment claimed against each goal.

Milestone/Description of Task	Target Completion Date	Progress Payment
Goal #1 Baseline Data & Document Collection	12/07 -- 6/08	\$1,812
Goal #2 Natural Areas Assessment	3/08 -- 6/08	\$23,311
Goal #3 Capacity Assessment	1/08 -- 4/08	\$12,700
Goal #4 Outreach Materials	1/08 -- 12/08	\$49,030
<i>Subtotal Phase I</i>	<i>12/08</i>	<i>\$88,353</i>
Goal #5 Forest Steward	2/08 -- 12/08	\$4,600
Goal #6 20-Year Plan	2/08 -- 12/08	\$30,850
<i>Subtotal Phase II</i>	<i>12/08</i>	<i>\$35,450</i>
Other Expenses*	Not to Exceed	\$1,500.00
Project Total		\$125,303.00

* CITY shall reimburse CONSULTANT for reasonable travel expenses incurred by CONSULTANT, its officers, employees, agents and contractors in connection with performance of the services as agreed to by the CITY and CONSULTANT, which have been outlined in the scope of work. The CITY will not reimburse CONSULTANT for travel time to and from CITY location(s).

Travel expenses require the prior written consent of the CITY. Travel expenses shall include only directly associated printing costs, airfare, hotel, meals, airport parking, car rental and airport transportation subject to the restrictions listed below.

CONSULTANT shall use reasonable efforts to obtain the lowest available airfares and in no case shall CITY reimburse CONTRACTOR for first class or business class airfare. Reasonable hotel accommodations per night shall not exceed \$145.00 plus applicable taxes. Meal expenses shall be reimbursed at a fixed rate of \$64.00 per day (itemized to \$13.00 breakfast, \$19.00 lunch and \$32.00 dinner for partial days) to cover food and beverage expenses and includes tips. Car rental shall be based upon economy or mid-sized vehicles. Airport transportation includes standardized shuttle services or taxicab fares.

The CONSULTANT may invoice the CITY no more frequently than once per month for reimbursement of eligible expenses. Any invoice shall contain an itemized listing of all expenses including the name of the CONSULTANT's employee, dates services were rendered, dollar amounts and shall include a copy of each receipt identified within the invoice. No reimbursement shall be made for expenses without a corresponding receipt.

Exhibit D

Subcontractor Services

Sub-Contractor Name: International Forestry

Contact: Dennis Dart, Vice President

Address: 11415 NE 128th St. Ste. 110

Kirkland, WA 98034

Phone: (425) 820-3420

Fax: (425) 820-3437

Email: dennis@infoforestry.com

<http://www.infoforesty.com>

Services provided are defined in Exhibit A: Scope of Work.